

# Special Session

<b>Agenda Item #</b>	5
<b>Meeting Date</b>	April 18, 2005
<b>Prepared By</b>	Daryl Braithwaite, Deputy Public Works Director
<b>Approved By</b>	Barbara B. Matthews City Manager

<b>Discussion Item</b>	Authorization for City Manager To Sign Contract for Renovation of 7133 Carroll Avenue
<b>Background</b>	<p>Montgomery County plans to expand and renovate its fire station located in Takoma Park. This matter has received considerable community and City Council input over the past few years. In order to proceed with the fire station construction, the house at 7135 Carroll Avenue will be demolished. The Hevia family who own that property need to be accommodated with comparable housing. The option that has been identified is to renovate the home located at 7133 Carroll Avenue for the Hevia family. The Hevia's are working with the Montgomery County Office of Real Estate to formalize the necessary arrangements.</p> <p>On March 5, 2004, the City and County signed a Memorandum of Understanding (MOU). The MOU provided for City oversight of the renovation contract of 7133 Carroll Avenue and County funding in the amount of \$250,000. Of this amount, \$16,000 has been expended to date for architectural services, leaving a balance of \$234,000. The Historic Preservation Commission has approved the proposed renovation plan and the necessary County building permit for the project has been secured.</p> <p>City staff would like to proceed with the renovation of 7133 Carroll Avenue as soon as possible. In December 2004 and January 2005, the City received bids from construction companies for the renovation of the 7133 Carroll Avenue property. The bids ranged from \$257,703 to \$330,000. All bids exceeded the \$234,000 in remaining funds. The City asked the contractors to revise their bids taking into consideration a slightly altered plan that removed two items from the original plan (the rebuilding of a rear side porch and the installation of an internal stairway from the first floor to the basement). The City received revised bids. The low bidder was C &amp; P Construction with an amount of \$242,090.</p> <p>As discussed on April 11, 2005, City staff recommends that the City Council approve the attached Ordinance allowing the City Manager to negotiate a contract with the low bidder to begin the renovation project. This contract would not exceed the current funding available from the County of \$234,000. The City would plan to enter into a second contract with the renovation company to complete the work after the start of the next fiscal year when additional funding has been formally secured.</p>
<b>Policy</b>	The City supports Montgomery County's plan to expand and renovate its fire station located in Takoma Park and offered to facilitate the renovation of 7133 Carroll Avenue for occupancy by the Hevia family.

<b>Fiscal Impact</b>	Phase 1 of the renovation work would cost \$234,000.
<b>Attachments</b>	Draft ordinance authorizing the City Manager to negotiate a contract for the renovation of 7133 Carroll Avenue.
<b>Recommendation</b>	Staff recommends that the City Council authorize the City Manager to negotiate a contract for the renovation of 7133 Carroll Avenue.
<b>Special Consideration</b>	

Introduced by:

1st Reading:

2nd Reading:

**Ordinance 2005 -  
CONTRACT AWARD FOR RENOVATION SERVICES  
FOR 7133 CARROLL AVENUE**

WHEREAS, Montgomery County has designated \$250,000 for the renovation of the property located at 7133 Carroll Avenue in the Montgomery County Capital Budget; AND

WHEREAS, The City of Takoma Park and Montgomery County have reached a mutual agreement that the City will oversee the project and be responsible for establishing contracts with vendors to complete the project; AND

WHEREAS, The Council approved the initial expenditure of \$16,000 on architectural design services provided by Paul Treseder for the property. The balance left in the current budget is \$234,000; AND

WHEREAS, In accordance with the City's procurement procedure, the City requested bids from five construction firms for renovation services; AND

WHEREAS, Three firms submitted bids for the work; AND

WHEREAS, C & P Construction submitted the lowest bid of \$242,000 and the Public Works Department has determined that the lowest bidder is both responsive and responsible; AND

WHEREAS, The Public Works Director recommends awarding the bid to the low bidder and negotiating the terms of the contract with a budget not to exceed \$234,000, the amount currently available in the County budget; AND

WHEREAS, the City will work with Montgomery County to obtain the remaining funding needed for completion of the renovation. At a minimum the additional funds needed are \$8,000. At the time that funds are available the City will negotiate a second contract with the renovation contractor for completion of the project

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1 THAT, the bid be awarded to C & P Construction; AND

SECTION 2 THAT, price and terms of the Contract be negotiated by the City Manager to meet the limits of the project budget and not to exceed Two Hundred Thirty-Four Thousand Dollars, \$234,000; AND

SECTION 3 THAT, funds to cover this work be charged to Special Revenue Account.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2005 by roll call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: